

Montana Local Technical Assistance Program

Work Plan and Budget

July 1, 2004 – June 30, 2005

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LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the

STATE OF MONTANA

DEPARTMENT OF TRANSPORTATION

RESEARCH PROGRAM

in cooperation with the

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

July, 2004

Introduction	1
Task A – Compile and Maintain a Mailing List.....	2
Task B – Publish a Quarterly Newsletter	2
Task C – Provide Technology Transfer Materials.....	3
Task D – Provide Information and On-Site Technical Assistance	3
Task E – Conduct or Arrange Seminars/Training Sessions	4
Task F – Evaluation	5
Task G – Special Projects.....	6
Table A: Breakdown of Costs by Task.....	7
Table B: Breakdown of Budget by Source.....	8

Introduction

The Montana Local Technical Assistance Program (LTAP) began operations in January 1983 as the Rural Technical Assistance Program. Funding support for the program is provided by the Federal Highway Administration (FHWA), the Montana State Legislature (gas taxes from counties and cities), Montana State University (MSU), and the Montana Department of Transportation (MDT).

This work plan and budget provides the basis for Federal, State and University funding from July 1, 2004 through June 30, 2005. Expenditures reflect an estimate of last year's expenses and projected goals for the program during the 2004-2005 state fiscal year. As the work progresses, it may be necessary to move monies among the tasks and expense categories; however, the total amount will be adhered to. The following work tasks describe activities that are proposed during this time frame.

Task A – Compile and Maintain a Mailing List

The mailing list is adjusted as people change positions or new people become interested in training. It is updated in a number of ways including; (1) call-in requests, (2) address change forms included in the LTAP newsletters, and (3) requests received at workshops/conferences. This year LTAP will make an effort to assure that the newsletter reaches those who could benefit from the training. As positions in local governments change, old names should be deleted and new names added. A close look at out-of-state mailings should help reduce costs. Table 1 shows the amount of money budgeted (direct costs) for this task.

Table 1: Mailing List Proposed Budget

Cost Categories	Annual Budget
Salaries	\$1,203.00
Benefits @ 33%	397.00
Supplies/Communications	100.00
Total Direct Costs:	\$1,700.00

Task B – Publish a Quarterly Newsletter

The LTAP Quarterly Newsletter will continue in the same format as in the past and will include:

- (1) a lead article that demonstrates local expertise in a specific area;
- (2) articles of interest to local agencies, past or upcoming conference articles such as new regulations that affect local government operations;
- (3) announcements of training sessions, conferences, etc., in which local agencies might have an interest;
- (4) new videotapes and publications available from the LTAP lending library; and
- (5) the annual calendar of training.

It is LTAP's goal to increase the number of original articles published in the newsletter. As such, articles will be solicited from a variety of sources including MDT, MSU, FHWA and local government personnel. Michele Beck, the Graphic Designer, is directly responsible for the newsletter articles and workshop announcements. Newsletters have been very timely this past year and punctuality of the newsletter will continue in 2004 and 2005. Table 2 shows the amount of money budgeted (direct costs) for this task.

Table 2: Newsletter Proposed Budget

Cost Categories	Annual Budget
Salaries	\$6,015.00
Benefits @ 33%	1,985.00
Printing	8,000.00
Supplies/Postage	2,000.00
Total Direct Costs:	\$18,000.00

Task C – Provide Technology Transfer Materials

The library contains over 466 videotapes, 729 publications, and 78 sets of software, and continues to grow. The library and its contents are excellent sources of technology transfer material. LTAP will continue to increase the number of videotapes, publications and software available. Table 3 shows the amount of money budgeted (direct costs) for this task. New videos will be purchased or obtained from other sources to keep the library current with Montana's needs.

Table 3: Technology Transfer Materials Proposed Budget

Cost Categories	Annual Budget
Salaries	\$5,263.00
Benefits @ 33%	1,737.00
Supplies/Communications	1,400.00
Purchase Pool (videotapes/publications/etc.)	1,600.00
Total Direct Costs:	\$10,000.00

Task D – Provide Information and On-Site Technical Assistance

In addition to technical assistance provided by the LTAP Director, the program will continue to contract with individuals who can offer expertise in a variety of subject areas and on-site technical assistance. At this time LTAP has identified three individuals who will be assisting us in 2004-05, (1) Sam Gianfrancisco, (2) Carl Thompson, (3) Bart Kraus and (4) Lisa Sims.

LTAP will continue to use the toll free "800" line. It has proven to be a productive and useful tool for our clients. Table 4 shows the amount of money budgeted (direct costs) for this task.

Table 4: Technical Assistance Proposed Budget

Cost Categories	Annual Budget
Salaries	\$14,173.00
Benefits @ 27%	3,827.00
Professional Services	9,000.00
Travel	4,000.00
Supplies/Communications	1,400.00
Minor Equipment	1,000.00
Total Direct Costs:	\$33,400.00

Currently we are in the process of developing a listserv for the advisory board and many of the MACRS officers are on an e-mail listserv. This allows each member of the board to discuss new ideas for training or solutions to problems. To set this system up, each member has to provide their email address. In 2004, local governments in Montana will be asked to subscribe to a

similar listserv so that LTAP can be the source through which users can request information and can correspond with each other about problems and solutions.

We need to also update our software programs to meet our expectations.

Task E – Conduct or Arrange Seminars/Training Sessions

LTAP will continue to publish a training calendar in the quarterly newsletter as well as specific course brochures. The following courses are proposed or scheduled for July 2004 through June 2005.

- Gravel Roads Maintenance and Design Manual
- Equipment Training and Snow Rodeo
- Flagging (State-wide – Lewistown, Glendive, Bozeman, Billings, Butte, Havre, Kalispell, Wolf Point, Miles City, Missoula, Great Falls for MDT and local agencies)
- Leadership/Crew Supervision/New Commissioners and elected officials
- Equipment Operations (Loader, Backhoe, Motor grader, Forklift) MACRS Annual Conference/District Meetings
- PASER – Road Management
- Work Zone Traffic Control Level I and Level II
- Montana Association of County Officials – MACO
- League of Cities and Towns Public Works Directors Meeting
- APWA – Topic chosen by members of list serve
- Fourth Annual Safety Congress – in conjunction with MACO-Risk Management and Conference
- MUTCD – Training of New Manual – APWA - Cities
- Summer and Winter Survival
- Loader Operations
- Forklift Operations
- Forest Service Regional Training
- Winter Maintenance

Workshop handouts will be provided so that attendees can return and inform others not able to attend. Video sets, manuals, and CD presentations of some workshops will be made available for instructors to use.

For meetings, conferences and training sessions, the following summarizes allowable costs under this contract.

- (1) Facilities rental and necessary equipment
- (2) Supplies
- (3) Meals and coffee breaks (i.e., when meals are an integral part of a conference or meeting)

It will be necessary for us to purchase a new printer and computer hardware to update our equipment we have in our office.

Table 5 shows the amount of money budgeted (direct costs) for this task.

Table 5: Seminars/Training Sessions Proposed Budget

Cost Categories	Annual Budget
Salaries	\$97,775.00
Benefits @ 28%	27,691.00
Professional Services	15,000.00
Travel	16,127.00
Supplies*/Communications	11,334.00
Minor Equipment	3,000.00
Total Direct Costs:	\$170,927.00

*Supplies include conference service costs related to workshop/seminars.

Task F – Evaluation

Within this task, workshop evaluations will be summarized. A copy of the evaluation(s) will be on file and available upon request. In addition, a Quarterly Report will be submitted within thirty (30) days of the end of the quarter. The Quarterly Report will summarize work progress within each task and will be submitted to Sue Sillick, MDT, Bob Burkhart, FHWA, Brett Gunnink, Civil Engineering, MSU, and the LTAP Advisory Board. The annual work plan and budget will also be submitted to the LTAP Advisory Board.

An Advisory Committee meeting will be held a minimum of one time during the contract period. The meeting has been changed to coincide with the MACRS Annual Meeting at Bozeman on March 31, 2005. This allows input directly into the annual workplan. The purpose of the meeting will be to evaluate past activities and to review future plans to meet the needs of LTAP clients.

An annual, or final report, will be submitted to MDT, FHWA, and the LTAP Advisory Board at the end of the contract period. This report will document overall accomplishments and activities of the program over the contract period. Table 6 shows the amount of money budgeted (direct costs) for this task.

Table 6: Evaluation Proposed Budget

Cost Categories	Annual Budget
Salaries	\$5,769.00
Benefits @ 30%	1,731.00
Travel	1,000.00
Supplies/Communications	500.00
Total Direct Costs:	\$9,000.00

Task G – Special Projects

“Special Projects” include the improvement of the Work Zone Safety Guidelines Book and MUTCD to distribute to local agencies if funding is approved. These packages will be distributed again at the Fourth Annual Safety Congress Meeting January, 2005. These projects are programmed through funding from 402 funds and the Safety Section at MDT. The MUTCD will be provided for local governments at a cost of \$70.00 each, paid for by the 402 funds. The Work Zone Safety Guidelines Book will cost approximately \$11,500.00 to print. The funds will be spent directly on the project. Table 7 shows the amount of money budgeted (direct costs) from LTAP funding for this task.

Table 7: Special Projects Proposed Budget

Cost Categories	Annual Budget
Salaries	\$0.00
Benefits @ 27%	0.00
Professional Services (includes printing)	0.00
Supplies/Communications	0.00
Total Direct Costs:	\$0.00

Table A shows the breakdown of costs by tasks. The total budget for this year is \$301,000. Table B displays the budget with reference to source monies.

Table A: Breakdown of Costs by Task

TASK	SALARY/ BENEFITS	PROF. SERVICES	TRAVEL	SUPPLIES/ COMMUN.	MINOR EQUIPMENT	SUBTOTAL	INDIRECT COSTS	TOTAL
Mailing List	1,600.00	-	-	100.00	-	1,700.00	405.54	2,105.54
Newsletter	8,000.00	8,000.00	-	2,000.00	-	18,000.00	4,293.90	22,293.90
Library	7,000.00	-	-	3,000.00	-	10,000.00	2,385.50	12,385.50
Tech. Assistance	19,000.00	9,000.00	3,000.00	1,400.00	1,000.00	33,400.00	7,967.57	41,367.57
Training	123,644.00	17,000.00	15,449.00	11,834.00	3,000.00	170,927.00	40,773.55	211,700.55
Evaluation	7,500.00	-	1,000.00	500.00	-	9,000.00	2,146.95	11,146.95
Special Projects	-	-	-	-	-	-	-	-
TOTAL COSTS	166,744.00	34,000.00	19,449.00	18,834.00	4,000.00	243,027.00	57,973.00	301,000.00

Table B: Breakdown of Budget by Source

	FEDERAL HIGHWAY ADMINISTRATION	GAS TAX REVENUE Sec. 15- 70-101 (1(b.)) MCA	MSU EES	MDT SPR	TOTALS
Salaries					
Steven V. Jenkins, Director	77,238.00		2,000.00		79,238.00
Donnetta Bohman, Accounting Tech/Librarian		30,611.00			30,611.00
Michelle Beck, Graphics/Librarian		15,217.00			15,217.00
Student Labor (2)				4,600.00	4,600.00
Benefits	20,854.00	16,040.00		184.00	37,078.00
Subtotal: Salaries/Benefits	98,092.00	61,868.00	2,000.00	4,784.00	166,744.00
Professional Services					
Bart Kraus (Workshop/Technical Assistance)				6,000.00	6,000.00
Sam Gianfrancisco (Workshop/Technical Assistance)				11,000.00	11,000.00
Carl Thompson				2,000.00	2,000.00
Lisa Sims				2,000.00	2,000.00
Misc. (speakers, APWA, printing, etc.)		5,000.00		8,000.00	13,000.00
Travel	10,435.00	1,514.00		7,500.00	19,449.00
Supplies/Communications		10,951.00		7,883.00	18,834.00
Minor Equipment		4,000.00		-	4,000.00
Subtotal: Direct Costs	10,435.00	21,465.00	-	44,383.00	76,283.00
TOTAL (Salaries/Benefits, Direct Costs)	108,527.00	83,333.00	2,000.00	49,167.00	243,027.00
Indirect Costs (29% to FHWA, 20% to MDT)	31,473.00	16,667.00		9,833.00	57,973.00
GRAND TOTAL	140,000.00	100,000.00	2,000.00	59,000.00	301,000.00